

MONROE COUNTY

JOB DESCRIPTION

Position Title: FOREMAN ROADS & BRIDGES

Date: August 16, 2004

Position Level: 7

FLSA Status: Non-Exempt

Class Code: 7-5

GENERAL DESCRIPTION

Primary function is to plan and coordinate daily job assignments with the Area Supervisor and ensure that they are completed in a safe and efficient manner.

KEY RESPONSIBILITIES

1. *Estimates cost and orders supplies.
2. Keeps inventory on hand tools & coordinates repairs as needed.
3. *Coordinates job assignments with employees and other departments as needed.
4. *Ensures that assignments are completed and handled in a safe and efficient manner.
5. *Operates road right-of-way bridge maintenance equipment.
6. *Performs duties associated with the position of Heavy Equipment Operator.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: FOREMAN, ROADS & BRIDGES	Class Code: 7-5	Position Level: 7
KEY JOB REQUIREMENTS		
<i>Education:</i>	Vocational or other technical school, certification, training or apprenticeship required beyond high school.	
<i>Experience:</i>	2 years to 3 years. Previous experience as a Heavy Equipment Operator with Monroe County is preferred.	
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgement is required to identify, select and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and or conditions.	
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies or the general public, supplying or seeking information.	
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.	
<i>Working Conditions/ Physical Effort:</i>	Typically works outside, high noise environment, high dust, dirt, grease environment. Works alone or closely with others. Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles. Works on slippery or uneven surfaces, works above or below ground level. Regular exposure to chemicals, solvents, fumes and/or gases. Regular exposure to weather including heat, cold, dampness and/or humidity. Works in water. Typically standing and/or walking, typically bending, crouching and stooping. Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more. Using tools requiring high dexterity, driving and/or operating heavy equipment. Requires good hearing, requires good near or distant vision, requires distinguishing colors and/or depth perception.	
<i>On Call Requirements:</i>	On call 24 hrs pending disaster.	
<i>Other:</i>	Requires Commercial Drivers License (Class "A"). THIS POSITION IS DESIGNATED AS A SAFETY SENSITIVE POSITION. AN EMPLOYEE IN THIS POSITION IS SUBJECT TO THE MANDATORY DEPARTMENT OF TRANSPORTATION DRUG TESTING PROGRAM WHICH INVOLVES RANDOM DRUG TESTING. Maintenance Of Traffic "M.O.T." Certification required.	

Position Title: FOREMAN, ROADS & BRIDGES		Position Level: 7
---	--	--------------------------

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

